



## Application for Special Use Permit – Preliminary Information Checklist

Contractors/partners requesting to perform work at Carlsbad Caverns National Park are required to obtain a permit prior to starting work. It generally will take about 3 weeks to obtain the permit, though some may be faster. For example, simple plans with very low potential for impacts to National Park Service (NPS) resources may require less time to permit.

The following checklist requests information that must be provided to the park to allow our staff to properly evaluate your requested use. We will use this information to determine the appropriate analysis, environmental, and cultural documents required under the National Environmental Policy Act (NEPA) and the National Historic Preservation Act (NHPA).

Use the below outline as a guide, and type your response on separate pages. ***Be brief, but complete.*** Provide maps and preliminary site plans where applicable. If you have any questions, please contact Bridget Litten at 505.785.3024 or via e-mail at [bridget\\_litten@nps.gov](mailto:bridget_litten@nps.gov).

1. Type of requested use.
2. Project name (a brief descriptive title).
3. Proposal submitted by (name, mailing address, phone number, organization).
4. Permittee: organization, company or agency/jurisdiction; name, title, phone number, and mailing address of contact person.
5. Area of park to be impacted by this use (include map or drawing with location indicated).
6. Local/State/Federal agencies involved/contacted in this project/use (include name, phone number, title jurisdiction).
7. Starting date (proposed).
8. Ending Date (proposed).
9. Why is this project necessary?
10. What are alternative routings/sites, inside and outside the park? Why are they not acceptable?
11. What are the consequences if the use/project is not done inside the park?
12. Scope, location and dimensions of use/project (written description; general location map; engineering drawings; site plan or other descriptive information).
13. Description of what is to be done (details of work involved, and plans for use/project).
14. Preferred method of accomplishing use/project (construction sequence/schedule—if there is interference with activities of the area, discuss detour routes, signing, safety plan, erosion control plan).
15. Alternative methods for accomplishing project and reason for selection of methods outlined above.
16. List all major equipment to be used and purpose. Include type and size of equipment proposed to be used.

17. Describe the effects of your use/project on the park and area during construction. What potential physical damage, environmental impacts, effects on visitor use and traffic control will result from the project? Consider visual disturbance, noise, air, water, soil, impact to wetlands and vegetation, disruption to wildlife, traffic disruption. Discuss both short and long- term impacts.
18. Describe the long- term effects of the project on the area after construction is completed.
19. What specific steps will you take to protect the use/project area, to minimize harmful effects and mitigate any permanent damage or loss discussed above.
20. What specific steps will be taken to restore the use/project area and eliminate the evidence of work after the use/project is completed.
21. Describe the cumulative effects from this and associated projects.
22. Attach supporting documents, references, photographs, drawings, maps, or other items that clarify your proposal or support your conclusions. Include here a list of any other persons consulted about this project (phone number/title/agency/letters.)

Additional items to be provided in the permit application include:

1. A complete set of construction drawings if applicable.
2. A traffic control plan is required if there is to be any work in an NPS owned roads if necessary. Pedestrian traffic control plan including the handicap accessible route, if interruption to normal pedestrian flow will be disrupted.
3. Proposed dates and hours of work. Coordinate in advance with park staff regarding special events, periods if high visitation and other considerations.
4. A \$100 non- refundable permit review fee.
5. A Certificate of Liability Insurance in the amount of \$1 million per person for one claim, with an aggregate limit of \$3 million. The Certificate of Liability Insurance must show the National Park Service as additionally insured in the Special Provisions block and in the Certificate Holder block. Our address must be shown as:  

Carlsbad Caverns National Park  
3225 National Parks Highway  
Carlsbad, New Mexico 88220
6. A bond in an amount commensurate with the estimate of potential unbudgeted costs to be incurred by the NPS, including restoration of damaged government property, as determined by the NPS. The bond will be in the form of a **check payable to** Carlsbad Caverns National Park that will be deposited with the Department of the Treasury until the work, including any restoration of damaged property or unprogrammed work by the NPS, is complete. The purpose of this bond is to ensure that government property will be restored to the original condition when the contractor has completed work, and to reimburse NPS staff overtime, if any. If costs to the NPS exceed the amount of the bond, the permittee will be billed for actual costs in excess of the bond. If all work and repairs are satisfactory, the amount of the bond will be returned less a \$50 inspection fee. The applicant or their contractor may provide the bond.
7. For return of any portion of the Restoration Bond, the two forms attached must be filled out and returned to this office in compliance with the Debt Collection Improvement Act of 1996 (31 USC7701). The DCIA requires the Taxpayer Identification Number of persons doing business with the government and requires that Federal payments after July 26,1999, be issued via Electronic Fund Transfer. The two forms are the Taxpayer Identification Number (W- 9) and the ACH Vendor/Miscellaneous Payment Enrollment Form.